

**California Department of Health Services
Maternal, Child and Adolescent Health, Office of Family Planning Branch
Teen Pregnancy Prevention Program**

Community Challenge Grant

Collaboration and Community Match Requirements

**Teen Pregnancy Prevention (TPP) Program Meeting
September 26, 2006 – Burlingame, CA**

AGENDA

CCG Program Components – Overview

Collaborative Requirements

Community Match Requirements

CCG Program Components

(Required Strategies Based on Funding Level)


Funding Level II \$100,000 - \$150,000	Funding Level II \$175,000 - \$250,000
<p>PROJECT STRATEGIES: Project must implement a minimum of four (4) strategies:</p> <p><u>Option 1A</u> Strategy 1A – Comprehensive Sexuality Education Strategy 8 – Clinical Service Linkage Two (2) – Additional Strategies</p> <p><u>Option 1B</u> Strategy 1B – Abstinence Focused Education Three (3) – Additional Strategies</p> <p>COLLABORATIVE REQUIREMENT: Informal Collaboration</p>	<p>PROJECT STRATEGIES: Project must implement a minimum of six (6) strategies:</p> <p><u>Option 1A</u> Strategy 1A – Comprehensive Sexuality Education Strategy 8 – Clinical Service Linkage Four (4) – Additional Strategies</p> <p><u>Option 1B</u> Strategy 1B – Abstinence Focused Education Five (5) – Additional Strategies</p> <p>COLLABORATIVE REQUIREMENT: Formal Collaboration</p>

Collaborative Requirements



COLLABORATIVE REQUIREMENTS

(Based on Funding Level)

INFORMAL COLLABORATIVE Funding Level I - \$100,000 - \$150,000	FORMAL COLLABORATIVE Funding Level II - \$175,000 - \$250,000
<p><u>COLLABORATIVE ROLE</u></p> <p>Members collaborate on specific work plan strategies and activities.</p> <p>Members provide input and assistance on work plan activities, as needed.</p> 	<p><u>COLLABORATIVE ROLE</u></p> <p>Membership body provides oversight on the work plan.</p> <p>Members provide guidance, input and assistance on work plan and other TPP activities.</p> <p>Members are involved in decisions regarding the design, implementation and ongoing evaluation of the work plan.</p>

TYPES OF COLLABORATIVE

(Based on Funding Level)

INFORMAL COLLABORATIVE	FORMAL COLLABORATIVE
Funding Level I - \$100,000 - \$150,000	Funding Level II - \$175,000 - \$250,000
<ul style="list-style-type: none">• Meetings• Subcontractors• Formal Agreements• Staff Responsibility• Project Collaborative Roster	<ul style="list-style-type: none">• Mission Statement• Operating Principles• Meetings• Subcontractors• Formal Agreements• Staff Responsibility• Project Collaborative Roster

COLLABORATIVE REQUIREMENTS

(Based on Funding Level)

INFORMAL COLLABORATIVE Funding Level I - \$100,000 - \$150,000	FORMAL COLLABORATIVE Funding Level II - \$175,000 - \$250,000
<p style="text-align: center;"><u>MISSION STATEMENT</u></p> <p>Not Required.</p>	<p style="text-align: center;"><u>MISSION STATEMENT</u></p> <p>Required.</p> <p>Due to OFP within the first quarter of each fiscal year if the Mission Statement is modified.</p> <p>Reflects the shared vision of the group in addressing TPP.</p> <p>Includes a reason for the Collaborative's existence, what it hopes to provide or achieve, and a description of who will benefit from its actions.</p>

COLLABORATIVE REQUIREMENTS

(Based on Funding Level)

INFORMAL COLLABORATIVE Funding Level I - \$100,000 - \$150,000	FORMAL COLLABORATIVE Funding Level II - \$175,000 - \$250,000
<p style="text-align: center;"><u>OPERATING PRINCIPLES</u></p> <p>Not Required.</p>	<p style="text-align: center;"><u>OPERATING PRINCIPLES</u></p> <p>Required.</p> <p>Due to OFP within the first quarter of each fiscal year if the set of Operating Principles is modified.</p> <p>Serves as a guide for the Collaborative to accomplish its mission.</p> <p>Delineates: 1) collaborative goals; 2) member recruitment; 3) meeting structure; 4) decision making process; 5) communication; 6) leadership roles; and 7) work plan oversight.</p>

COLLABORATIVE REQUIREMENTS

(Based on Funding Level)

INFORMAL COLLABORATIVE Funding Level I - \$100,000 - \$150,000	FORMAL COLLABORATIVE Funding Level II - \$175,000 - \$250,000
<p style="text-align: center;"><u>MEETINGS</u></p> <p>Regular collaborative meetings are not required. Meetings must be conducted with individuals or in groups, as needed.</p> <p>Brief meeting summaries must be submitted with the Progress Report.</p> <ul style="list-style-type: none"> ■ as an attachment; or ■ incorporated in the objective narrative. 	<p style="text-align: center;"><u>MEETINGS</u></p> <p>Regular collaborative meetings are required.</p> <p>Collaborative members must be involved in on-going design, planning, evaluation and oversight of work plan.</p> <p>Agenda, meeting minutes, must be submitted with the Progress Reports.</p> <p>Required regular updates to membership regarding progress, challenges/ barriers and events.</p>

COLLABORATIVE REQUIREMENTS

(Based on Funding Level)

INFORMAL COLLABORATIVE Funding Level I - \$100,000 - \$150,000	FORMAL COLLABORATIVE Funding Level II - \$175,000 - \$250,000
<p><u>SUBCONTRACTORS</u></p> <p>Not Required</p>	<p><u>SUBCONTRACTORS</u></p> <p>Required.</p> <p>The lead agency must have at least 2 subcontractors to support one or more work plan objectives.</p>

COLLABORATIVE REQUIREMENTS

(Based on Funding Level)

INFORMAL COLLABORATIVE Funding Level I - \$100,000 - \$150,000	FORMAL COLLABORATIVE Funding Level II - \$175,000 - \$250,000
<p><u>FORMAL AGREEMENTS</u></p> <p>Not Required</p>	<p><u>FORMAL AGREEMENTS</u></p> <p>Subcontractor Agreements.</p> <p>Consultant Agreements.</p> <p>Memorandum of Understanding with Collaborative Partners.</p> <p>Formal Letters of Commitment for in-kind contributions (services, goods, etc.).</p>

COLLABORATIVE REQUIREMENTS

(Based on Funding Level)

INFORMAL COLLABORATIVE Funding Level I - \$100,000 - \$150,000	FORMAL COLLABORATIVE Funding Level II - \$175,000 - \$250,000
<p style="text-align: center;"><u>STAFF RESPONSIBILITY</u></p> <p>The assigned staff person must be clearly identified.</p> <ul style="list-style-type: none"> ■ Progress Report – Section B: Formal/ Informal Collaborative Update ■ Budget/Budget Justification 	<p style="text-align: center;"><u>STAFF RESPONSIBILITY</u></p> <p>15-20 hours of paid staff time per month must be allocated to oversee and support Collaborative activities.</p> <p>The assigned staff person must be clearly identified.</p> <ul style="list-style-type: none"> ■ Progress Report - Administrative Update section ■ Budget/Budget Justification

COLLABORATIVE REQUIREMENTS

(Based on Funding Level)

INFORMAL COLLABORATIVE	FORMAL COLLABORATIVE
Funding Level I - \$100,000 - \$150,000	Funding Level II - \$175,000 - \$250,000
<p><u>PROJECT COLLABORATIVE ROSTER</u></p> <p>Maintain a current Project Collaborative Roster that describes the members role.</p> <ul style="list-style-type: none">■ Progress Report – Project Collaborative Roster section	<p><u>PROJECT COLLABORATIVE ROSTER</u></p> <p>Maintain a current Project Collaborative Roster that describes the members role.</p> <ul style="list-style-type: none">■ Progress Report – Project Collaborative Roster section

Community Match Requirements



Welfare and Institutions Code, Section 18993-18993.9, 18993.6

- a) Grantees shall be required to match a portion of the grant awarded under the CCGP with either dollar or measurable in-kind contributions as provided by this section.
 - a) Grantees shall provide a match of not less than 10% for the first year of the grant, not less than 15% for the second year, and not less than 20% for the third year of the grant.
 - b) The match required by this section shall be supplemental to the funds appropriated for the Community Challenge Grant program and shall be from nongovernmental sources.

DESCRIPTION OF OFP REQUIREMENT

CCG Program statutes require Grantees to match their grant funds with either dollar or measurable in-kind contributions. *The purpose of the match requirement is to encourage Grantees to secure ongoing commitment and support from community agencies and businesses, and to encourage community collaboration.*

(CCG RFA)

SOURCE

- The match must come from non-governmental sources.
- Funds secured must not include agency's discretionary funds



(CCG RFA)

AMOUNT REQUIRED (Minimum Levels)

1st Year

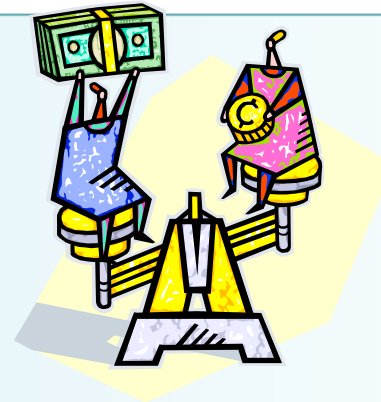
10% of the grant amount.

2nd Year

15% for the second year
grant amount.

3rd Year

20% for the third through
subsequent years of the
grant.



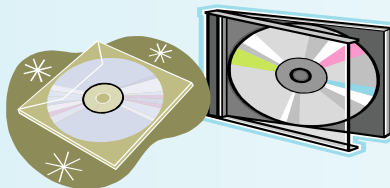
Previously funded CCG
projects will be
required to maintain
their in-kind support
level at the 20 percent
level during the current
grant term.

(CCG RFA)

EXAMPLES OF IN-KIND CONTRIBUTIONS

(1) PROMOTIONAL AND INCENTIVE ITEMS FOR PARTICIPANTS

- Pens/Pencils
- Water Bottles
- Refreshments/ Meals for Participants
- Tee-shirts
- Music Discs
- Award Plaques, Trophies, etc.
- Movie Passes
- Gift Certificates



Conditions

- Donated items were purchased with non-governmental funds.
- Items “donated” to the CCG Project by another agency (or another program within the same agency) must have been purchased with non-governmental funds.
- Source of funds may include businesses, agencies or individuals.

Recommended Documentation

- A letter from the Donor to the Agency listing the donated items and either the assigned value of each item or the total value of the donated items.
- A letter from the Agency to the Donor, acknowledging the receipt of donated items with the total assigned value.

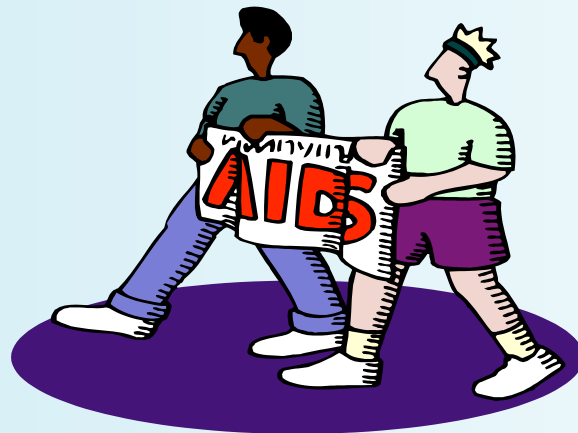
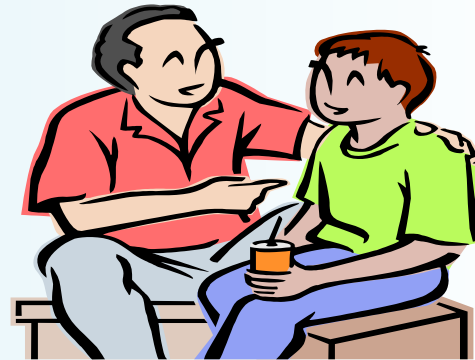
If applicable, the letter should state if the donation is a qualified tax deduction.

(2) VOLUNTEER TIME

Youth Volunteers

Adult Volunteers

Student Interns



Conditions

- The Volunteer does not receive any wages/salary* for their “volunteer” time on the CCG project.

Reasonable cash stipends or certificates to help defray volunteer costs are allowed .

**No wages/salary from TPP agency or any other government/ government-funded employer or project; school/university.*

- The Volunteer is not a full-time employee of the CCG agency, its subcontractors or collaborators. *(Refer to In-Kind Services)*

Recommended Documentation

Volunteer Agreement between the Agency and the Volunteer.

Include:

- volunteer hours (projected/ actual)
- rate per hour or service*,
- responsibilities/ tasks and
- statements verifying that the Volunteer services meet the conditions.

** Rate is based on agency rate for comparable position. Otherwise, the market rate for the position/job/professional services may be used.*

Determining the Value of Volunteer Services

In lieu of agency or market rate in the community, CCG Projects may use information from the following website:

http://www.independentsector.org/programs/research/volunteer_time.html

(3) IN-KIND STAFF SERVICES

In-Kind Staff from the Agency, Subcontractors or Collaborators

Staff of Agency Staff

Subcontractor Staff

Staff of Collaborating Agencies/ Organizations

Conditions

- In-Kind service is performed by someone whose position is not paid by government funds.
- In-Kind service is not performed in order to meet the contributing organization's own government funded workplan (grant, contract, etc).
- TPP Lead Agency contributing services to the CCG Program: In-Kind staff position is not government funded and not covered under indirect services.

Recommended Documentation

- In-Kind Service Agreement between the Agency and the Volunteer, or
- A letter from the Agency to the In-Kind Service Contributor stating services received by the CCG project and its assigned value.

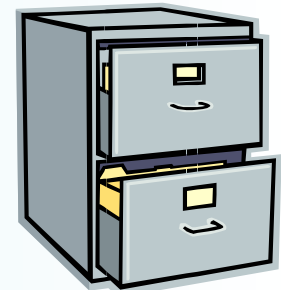
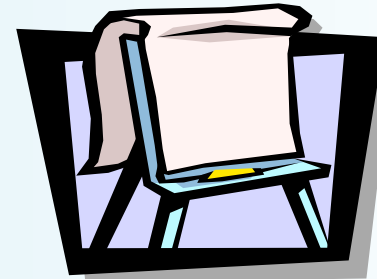
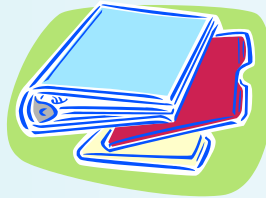
Include:

- volunteer hours (projected/ actual)
- rate per hour
- responsibilities/ tasks and
- statements verifying that the in-kind services meet the conditions
(including a statement that the person's time on the CCG program is not covered by any governmental funds).

(4) DONATED EQUIPMENT, OFFICE SUPPLIES AND EDUCATIONAL MATERIALS FROM PRIVATE SOURCES.

These are items that are donated to the Program by organizations or individuals.

- Office equipment
- Office supplies
- Educational tools
- Other items/ miscellaneous



Conditions

- Donated items were not purchased with government funds.
- Items left over from another project that was government funded may not be used as community match.

Recommended Documentation

- A letter from the Donor to the Agency listing the donated items and either the assigned value of each item or the total value of the donated items.
- A letter from the Agency to the Donor, acknowledging the receipt of donated items with the total assigned value.

((5) PRIVATE FOUNDATION GRANTS AND OTHER MONETARY CONTRIBUTIONS

Funds received from private donors such as foundations, businesses or individuals to supplement the TPP grant and enhance the program.



Conditions

- Monetary contribution is not obtained from a governmental source.

Recommended Documentation

(use one or a combination of the following)

- Grant award or notice
- Copy of the check with a notation referencing the donation or grant.
- A letter from the Donor stating the amount of money donated to the CCG Project.
- A letter from the Agency to the Donor acknowledging the receipt of funds and the value of the donation. The letter should specify that the donations were made to the CCG Project.

(6) FUNDRAISERS

Activities or events that help raise money for the program.

- One Time, Informal Activities such as Carwashes
- Fundraising Event
- Fundraising Auctions/ Silent Auctions
- Donor-Development Campaign
- Other



Condition

- Donated items/ supplies for the activity were not purchased with government funds.

BONUS POINT:

Auctions/ Sale of Donated Items may be accounted as follows: the market value of the donated item and the proceeds from the sale of the donated item.

Recommended Documentation

(use one or a combination of the following)

- A letter from the Donor listing the items and value of items donated for an auction, food or other supplies donated for a fundraising event. The letter should specify that the donations were made to the CCG Project.
- A letter from the Agency to the Donor acknowledging the receipt of items and their value, referring the items/funds as benefiting the CCG Project.

(7) CURRICULA OR MATERIALS DEVELOPED WITH PRIVATE FUNDS

Educational materials donated to the Agency through donations of materials or costs waived may be accounted as Community Match Contributions.

Conditions

- In case of the author donating the material: Material was developed by private funds.
- In case of another organization donating the material: Material must have been purchased with private funds.

Recommended Documentation

(One or a combination of the following)

- A letter or notice from the curriculum author/publisher stating; a) authorization for the use of their material and b) value of the curriculum at current market price.
- A letter from the Agency acknowledging the receipt of authorization to use the curriculum and/or receipt of the material for use in their program. Indicate: current market value of the material.
- A letter from the Donor listing the health education materials being donated to the Agency and corresponding market values.
- A letter from the Agency acknowledging receipt of the health education materials and the corresponding value of these materials.

(8) MEDIA

Support from various forms of media through Public Service Announcements (PSA) and other types of exposure may be developed to support the CCG Project efforts.

- Airtime On Television Or Radio
- Billboard Placement of an Ad
- Placement of an Ad in a Newspaper or Magazine

Recommended Documentation

(One or a combination of the following)

- Airtime On Television Or Radio
 - A letter to the radio/TV station acknowledging the PSAs, stating the assigned costs based on current market rate.
 - Commercial company-generated Air-Time Report with a summary of costs based on current market rate.
 - Non-Profit Organization-generated Air-Time Report with a summary of costs based on current market rate (some stations/programs are operated by faith groups and other non-profits).

Recommended Documentation

(One or a combination of the following)

- Billboard Placement of an Ad
 - A letter to the advertising company acknowledging the Billboard placement stating the assigned costs based on current market rate.
 - A company-generated Billboard Placement Summary with assigned costs based on market rate.

Recommended Documentation

(One or a combination of the following)

- Placement of an Ad in a Newspaper or Magazine
 - A letter to the newspaper/ magazine acknowledging the ad placement stating the assigned value based on current market rate for advertising.
 - A commercial company-generated Ad Placement Summary with assigned costs based on market rate.

(9) RENT OR MEETING SPACE

This may include facility space such as boardrooms, computer labs, meeting rooms and activity centers.

- Community Facilities
- Office Space in Other Facilities
- Agency-Owned Facilities

Conditions

The facility was built/ established with non-governmental funds.

Example:

A school-based center established with capital or building funds from a private foundation.

Recommended Documentation

(One or a combination of the following)

- If the space used belongs to the OFP Funded Agency: A written statement that indicates the use of space for meetings and other program activities, indicating the assigned cost.
- If the space used belongs to another organization: A letter to the host organization acknowledging use of the facility/office space, indicating the assigned value of the space used.
- A letter from the host organization indicating their permission for the use of space and the assigned value of the space used.

Basic Conditions:

- **Source of funding** for community match item – non-governmental.
- Use a **reasonable, justified value** for any community match item claimed.
- Community match must be **well-documented** (must pass audit).
- Documentation must demonstrate that contributions **benefit the CCG funded project**.

For any Community Match item not covered in this discussion, or when in doubt...



Talk to your Program Consultant.

Workshop sessions during the day will provide us with

Opportunity for more Q&A